



CITY OF HOUSTON

Job Posting

AP

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE SPECIALIST
Posting Number	PN# 110453
Department	Department of Public Works & Engineering
Division	Public Utilities Division
Section	Wastewater Operations Branch
Reporting Location	611 Walker*
Workdays & Hours	M - F, 7:30 a.m. – 4:30 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs varied professional administrative functions in the research, development, interpretation and implementation of the assigned department's fiscal and operational policies and procedures. Interprets and disseminates administrative policies and procedural revisions for staff implementation. Provides guidance to department staff in various activities necessary to attain operational goals. Composes correspondence, directives, speeches, etc; prepares drafts on various departmental matters and edits material as required. Responds to written and telephone inquiries, requests and complaints from the general public. Conducts studies of department organization and operation; coordinates preparation of report on findings and offers recommendations concerning various problems. Represents department head at designated conferences, meetings, and public events. Assists as needed in producing public information activities, including preparing news releases, brochures, visual presentations, etc. Participates in special projects as assigned.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to individual with proven professional administrative experience in personnel administration, payroll administration, and employee relations, especially at the executive level. Extensive experience with Microsoft Word, Excel spreadsheets, graphs & charts, Power Point Presentations, composing letters, and very focused on accuracy and meeting deadlines. This individual will report directly to an SAD and will require the utmost in professionalism, confidentiality, and advanced skill sets.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20
\$1,151 - \$1,643 Bi-Weekly \$29,926 – 42,718 Annually

OPENING DATE

May 17, 2006

CLOSING DATE

May 31, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquires, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**